

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carol Granfield, Interim Town Administrator  
**RE:** Weekly Report  
**DATE:** April 27, 2015  
**CC:** All Departments



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### Right to Know Training, Monday, May 4<sup>th</sup>, 7 PM, Town Hall

**Interim Town Administrator:** I began my first week Thursday morning with a Work Session that involved the review of several job descriptions for Town Administrator (TA) positions from various communities, including the current one recently approved by the Board of Selectmen. I have conducted wage and classification studies throughout New England and have been drafting job descriptions to ensure compliance with varied laws such as FLSA (Fair Labor Standards Act) and ADA, the (American Disabilities Act) and provided feedback that the current TA description was very thorough and in compliance. It should include the date it was approved and further suggested that if the duties change or need to be revised when the new TA is hired, it can easily be updated then. I also attended the regular Selectmen's meeting and provided the Board with input pertaining to the TA Search. The Board decided as a priority for me to do a variety of the work associated with the search due to my expertise in this area, and will also utilize MRI to conduct some aspects of the search and hiring process. A primary issue that will be addressed is to maintain confidentiality of the candidates until the finalists are selected for the final phase of the process. I am working on the first phase of the process to develop a profile of what the Town wants to see in the next TA. I am developing a survey to seek public input via online, with paper copies available at Town Hall, and residents can request a copy to be mailed, and also facilitating a public session to gather input one evening in the near future. I hope to publicize this information during the week. At the Board's request I have sent a letter pertaining to an appeal by a citizen regarding removal of items at the cemetery. The letter offered a rehearing of the appeal if desired and once I receive a response I will inform the Board. Meetings held with Scott Kinmond reviewed pending items, letters to be prepared, including one to KV Partners. I will be working 20 – 24 hours each week and have the assistance of a wonderful competent staff who are assisting. The week of April 27 I will be in the office all day Tuesday, Thursday and part of Friday. I can always be reached by my Town email address and check it on a regular basis, so please don't hesitate to contact me at any time at [cgranfield@moultonboroughnh.gov](mailto:cgranfield@moultonboroughnh.gov).

**Administrative Liaison's Report:** On Monday, the bid advertisements for the 4x4 loader, Initial Attack Fire Truck and Surplus Equipment were sent out to the print media, and necessary copies to Administration for file creations. The newsletter was prepared for the Selectmen's review and approval. I worked to finalize the meeting agenda, and Administrator's Weekly Report. I communicated with Department Heads and the Board Chair regarding status updates on Volunteer forms, which the Board had referred. During the week Heidi and I, on behalf of the Board of Selectmen, provided pizza for the staff in recognition of Administrative Professionals Day, on Wednesday. I completed a memo for Department Heads, and Board and Committee Chairs, during the transition period while without a full time Town Administrator. I completed an email notice to Department Heads, and Boards/Committees regarding the invitation to attend the Right to Know Training (RSA 91-A) on Monday May 4<sup>th</sup>, 7-9 p.m. at the Town Hall meeting room. Staff and I researched the Cable franchise warrant article(s) from the

2006 Town Meeting. On Friday, I met with the Town Engineer to finalize the 2015 Road Program, Reclamation and Paving bid, submitted advertisements for print media, vendor lists, and the electronic website version was sent to Alison. I also met with Interim Town Administrator Granfield, to review projects, general procedures, and Heidi, had the IT contractor set up a Town email address for Ms. Granfield. The week ahead, I will follow up on the Adopt a Spot program and vacant spots. A memo will be prepared for items for the May 7<sup>th</sup> Selectmen's meeting, and work with Interim Town Administrator Granfield to provide orientation to the Town facilities and departments.

**Work Session Items:**

1. First Quarter Financial Report: Finance Director Davis has prepared a memo for the Board, and will be in attendance to answer any questions.
2. IT Security Report: Selectman Punturieri will report on his meeting with the Town IT contractor and report on his discussions regarding the network's security.
3. Town Administrator Search: Interim Town Administrator Granfield will work with the Board regarding the search and recruitment for the TA vacancy.

**Finance & Personnel:** Nothing to report this week.

**Assessor:** I will be on vacation from 4/27/15 until 5/4/15. I signed the Intent to Cut Timber for map 167-041. They were notified at that time that roads were posted. Vision project management will be here the week of 5/4/15 to inspect the sales for the 2015 statistical update of values.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** Last week the Town Clerk worked with the Finance Director's office and the Treasurer to fine tune the One Check financial reports they require. The Deputy Town Clerk (Kathy) and Office Assistant (Lianne) also worked on learning new procedures and the new daily reports for the One Check payment system for the Town and state. This has added extra steps to our daily work, but will help the residents of Moultonborough. On Wednesday I met with Lakes Region Computer to go over the VPN survey I am working on for the state. I will receive the information and what's involved with changing to VPN.

**Public Works & Facilities:** Despite the rainy week that limited certain activities, the crew was busy. Trucks 3, 7, and 10 were washed, chains treated with Fluid Film, sander grates removed, cover plates installed in trucks 7 and 10, with a new sander belt cover plate built for truck 3. The pay loader was pressure washed to search for a fluid leak discovered underneath. The chip box was removed from one truck and placed on another with modifications. Brush chipping and tree cutting continues focusing on the Pathway, Hauser Estates, Far Echo, Redding Lane, and Access Road. A downed tree blocking traffic on Ferry Road was removed, cut up and piled at the road edge. Road weight bans were lifted for Town roads on Monday the 20<sup>th</sup> and signs were pulled. At the same time, the crew checked and replaced/repared road signs and delineators. Raking has continued on Town gravel roads as well as spring grading on Blake, Lees Mills, Far Echo and Red Hill Roads. Four loads of gravel was added. Potholes were cold patched on paved roads: Shaker Jerry, Red Hill, Far Echo and the PSB parking lot. The crew assisted the Fire Department on Bean and Indian Carry Roads, filling in a sinkhole near the hydrant, requiring 2 yards of gravel to repair. Ten yards of gravel was spread on Von Hurst to lift a driveway to the new grade of the road. The crew visited Nortrax to view a John Deere loader. A Komatsu loader was delivered to the Highway Garage for testing. Agent Kinmond attended the Town

Engineering Screening Committee meeting, CPS class on “Lean”, and handled a driveway permit review. Agent Kinmond submitted his CIP request updates, to CIPC. Agent Kinmond facilitated the 2015 Road Program Meeting with approximately 15 neighbors/residents, with the Town Engineer in attendance. Agent Kinmond also sent an email to a property owner with an updated assessed value of a land acquisition request at the corner of Wentworth Shores and Shaker Jerry Road. This comes from a revised design to minimize property impacts.

**Facility & Grounds:** Highway Garage’s upstairs rebuild is moving along and await windows and sheetrock. Adopt a Spot space requests were opened on Thursday. Aquatherms have been pulled from the Town docks. FW Daigneau met with the Town Engineer regarding the PSB slab boring layout and marking of slab utilities. Several items were removed from the Recreation Dept. for disposal to the WMF in addition to the weekly recycling. The lid on the Lions Club recycle bin needed to be repaired due a hungry bear. The soccer field’s new irrigation system was put into service for the summer. Highway assisted F&G by checking the ground and digging a full burial plot at Middle Neck Cemetery scheduled for committal on Monday the 27<sup>th</sup>.

**Waste Management Facility:** Supervisor Greenwood reported, that they shipped a 50-yard scrap metal bulk and a load of electronics. Also shipped last week was non-ferrous scrap, and 2-30 yard mixed paper all for recycling. WMF received a 1st quarter revenue check from Planet Aid for textile recycling. Agent Kinmond completed and submitted the NH DES report on an oil disposal incident.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 403 log entries, which included the following calls for service, 26 motor vehicle stops, 6 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 4 complaints, 1 MV Accident, 1 MV Complaint, 14 residential alarms, 2 commercial alarms and 4 K-9 complaints

**Training:** April 20<sup>th</sup> and April 21<sup>st</sup>, MPO C. LeBlanc attended ARIDE training. April 24<sup>th</sup>, Sgt. S. Fulton attended Defensive Driver Recertification training.

**Moultonborough Fire Department:** Year to date there has been 212 calls for emergency service. For the period of 4/17/15 to 04/23/15 there were 6 calls for service: (3) Medical Emergencies, (1) Good Intent Call, (1) Hazardous Materials Spill, and (1) False Alarm. Moultonborough Fire Rescue received assistance on one automatic aid call from Center Harbor.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 7:45 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 8:00 minutes

Overall Average Day Time Manpower per incident: 4 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 7:00 minutes

Overall Average Night/Weekend Manpower per incident: 6 Firefighters/Incident

**Operations:** During the week of 4/17/15 to 4/23/15 there were 4 requests for information, 1 oil burner inspected, and 1 verbal warning for a burning violation issued. 15Boat1 was detailed, prepared for the summer and put in the water. On 4/22/15, Chief Bengtson met with the Lakes Region Fire Mutual Aid Executive Board and the Strategic Planning Committee. The Training Committee met on 4/20 and established a training schedule for April - September 2015. Wendy Smith attended an Administrative

Assistants Workshop at Primex on Creative Problem Solving and also completed FEMA National Incident Management System (NIMS) IS-00700.a training.

**Development Services:**

**Planning:** The Town Engineer Screening Committee reviewed 7 Statement of Qualifications submittals from engineering firms and rated/ ranked them at the April 21<sup>st</sup> meeting. Four firms were chosen to give presentations and answer the committee's 11 interview questions scheduled for May 6 and 7. The committee is on schedule to complete its work on time. Capital project submittals came in by the deadline on April 20<sup>th</sup>. I began to meet with the Department Heads and the Conservation Commission throughout the week on their CIP submittals and materials. The Master Plan Steering Committee met on Monday and began its work by reviewing the Right to Know Law, and finalizing its mission and charge. The Planning Board reviewed draft changes to their Site Plan and Subdivision Regulations, regarding suggestions made by the Broadband Report at their last meeting, and worked on draft policy statements as well. The MPIC met last Wednesday, but did not have a quorum present and no meeting was held. This is the third of four meetings without a quorum.

**Code & Health:** I reviewed and issued 5 building permits and 10 subcontractor permits this week. I have 10 permits that have been processed and are waiting to be picked up. I reviewed and approved 2 septic designs for submittal to the State for their approval. All permitting is up 25% over the same 4 month period last year.

**Human Services:** Nothing to report this week.

**Recreation Department:** The CATCH Kids Club wrapped up last week, with 27 participants, from grades k-3, and will resume next fall. Gym Days for grades 3-6 will continue after school vacation week until May 21. Staff interviews for counselors and lifeguards were conducted last week. Friday, April 24, MRD hosted a Teen Open Mic night, with over 20 participants who enjoyed sharing their talent. The participants requested and MRD will host an additional Open Mic Nights in the future. Donna T and Dan will be instructing a Safe Sitter® class for Holderness Recreation on Monday, April 27. April 29<sup>th</sup>, the adult trip to the JFK Library and Museum and the New England Aquarium. Our office will be closed on Wednesday, April 29, as staff will be working the Boston trip. Saturday, May 2 is opening day for T/Ball and Softball. All levels will meet at the Playground Dr. Field. There are still seats available for the trip to Fenway Park on May 6, against Tampa Bay Rays, with a guided tour of Fenway, the Hall of Fame, Green Monster, and watching batting practice up close. Saturday, May 16<sup>th</sup>, the Ribbon Cutting Ceremony for the newly re-furnished Soccer Field at Playground Dr., 11:30 a.m. Everyone is welcome to attend and celebrate. Thanks to the Town for their continued support!

**Important Dates to Remember**

**Selectmen's Work Session, April 30, 2015, 4 PM**

**Right to Know Training, Monday, May 4, 2015, Town Hall, 7 – 9 PM**

**Selectmen's Meeting, May 7, 2015, 7 PM**

**Selectmen's Meeting, May 14, 2015, 7 PM**

**Selectmen's Meeting, May 21, 2015, 7 PM**

**Selectmen's Work Session, May 28, 2015, 4 PM**

**States Landing Facility, Green Up – Clean Up Day, May 30, 2015, 9 AM-Noon (Rain Date, 6/13)**

**\*Staff Meeting, May 8, 2015, 9 AM\***